



## Montgomery County Department of Permitting Services

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or (240)777-0311  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/permittingservices>



### Master & Limited Master Electrician License Procedure

#### Master Electrician

An applicant for examination for a master electrician license shall have been regularly and principally employed in doing electrical work for a period of not less than eight (8) years preceding the date of application. This work experience must have been under the direction and supervision of a master electrician. The Board may credit maximum of four (4) years formal course study or training in electrical work completed at a trade school or other institution.

#### Limited Master Electrician

An applicant for examination shall have been regularly and principally employed for at least four (4) years preceding application in the area of electrical work for which he/she desires a license. Specific areas of electrical work that you intend to perform under this license must be indicated on the attached application (e.g. alarm systems, HVAC, data outlets, signs, and elevators).

1. The application is available at the following web site:

[Application for Electrical Exam](#)

2. Submit with:

A check made out to Montgomery County for the license fee as assessed in Executive Regulation 9-15AMII Schedule of Fees for Permits, Licenses and Certifications – Method 2 Effective July 1, 2015.

Original Letters of verification of employment on company letterhead, signed by the Master electrician of the company.

- 1) The Master for the company **must** include his/her license number and the jurisdiction where license was obtained.
- 2) Letter(s) of verification **must** indicate specific dates of employment
- 3) Options for photo submittals are as follows;
  - a. Mail us a front-faced professional looking photo (e.g. no sporting activities photos, no driver's licenses, no beach photos) on a **CD** disk (JPEG format). The disk should be saved accordingly (John Doe) with the individual's name and packaged in a protective container or adequate cushioning material.
  - b. Come into the office and a photo will be taken **or**
  - c. E-mail us an electronic photo at  
[DPSElectricalPhotos@montgomerycountymd.gov](mailto:DPSElectricalPhotos@montgomerycountymd.gov)

3. The application is forwarded to the Board of Electrical Examiners for review.

4. If the Board determines that the applicant meets the qualifications, a written notice will be forwarded to the applicant designating time and place of the exam. The exam is based on the 2008 National Electrical Code. The exams are given the first Saturday of each month unless that Saturday falls within a holiday weekend (e.g. July 4, Labor Day).
5. If the Board determines that the applicant does not qualify for the exam, he/she will be notified in writing. The applicant may arrange to appear at a subsequent meeting of the Electrical Board to give further information regarding his/her qualifications.
6. Upon passing the exam, the applicant must submit the following:
  - a. An Electrical Business License application, or
  - b. A letter on company letterhead from a Montgomery County licensed Electrical Business stating that the Electrical Business intends to employ this person as their Master Electrician, or, a letter, stating that he/she intends the license to be "Inactive"
  - c. Not less than twelve (12) months after the third and succeeding examinations.
7. The applicant is then issued an identification card to be in their possession at all times while performing electrical work within Montgomery County, under the jurisdiction of this office.

NOTE: The re-exam fee can be found in Executive Regulation 9-15AMII Schedule of Fees for Permits, Licenses and Certifications – Method 2 Effective July 1, 2015.

**NOTE: FEES ARE SUBJECT TO ANNUAL CHANGES EFFECTIVE JULY 1ST.**